



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 100-1	Subject: SAFETY AND SANITATION FOR FOOD SERVICE STANDARDS	
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Applicable ACA Standards: 3-JCRF-4A-08, 3-JCRF-4B-01	Revision Date:	
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10	
Signature: /s/ <i>Steve Gibson</i>		

I. CENTERS DIRECTIVE:

The facility shall provide a food service section that ensures the highest possible level of safety and sanitary practices and participate in the federal and state health codes serving as standard requirements for all food services. This procedure will be reviewed annually.

II. DEFINITIONS:

Food Service Handlers - Any staff, volunteer, parent/guardian, or resident involved in the preparation, serving, handling, or storage of food or food items in the facility.

III. PROCEDURE:

The facility director, program manager, or food service staff designees are responsible for the following:

A. Disease Free Environment

All staff shall be free of transmissible/communicable disease. A screening will be done annually. Food service workers and handlers must be free of open or infected wounds.

B. Training Related to Safety and Sanitation

Training for food service staff shall be conducted by the facility director or designee on a regular basis in conjunction and consistent with local public health personnel and/or their regulations. Records shall be kept on course content and participation and should include residents, when possible. At a minimum, staff shall be trained in the following:

1. Safe use of each appliance in the kitchen area
2. Safe use and storage of hazardous tools
3. Proper storage techniques for foods
4. Facility and kitchen fire plans

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5. Use of fire extinguishers
6. First aid procedures for scalds, burns, falls, and other injuries
7. Proper report procedures for accidents and/or hazardous conditions

C. Staff Responsibilities

The following shall be required of all food service staff (including residents and volunteers where appropriate):

1. Have clean hands and fingernails and wash after using toilet facilities
2. Practice overall good hygiene and wear clean clothing that is changed daily
3. Keep the food service area clean and all equipment washed immediately after use
4. Keep accurate records of all meals served and of any food substitutions made
5. Notify the facility director or designee immediately of any health or safety code violations observed
6. Observe all other food handlers' health regulations, including at a minimum, the following:
 - a. Prepare food with the least possible manual contact, using suitable utensils, and or surfaces that, prior to use, have been cleaned to prevent cross-contamination.
 - b. Raw fruits and raw vegetables are washed thoroughly before being cooked or served.
 - c. Foods requiring cooking are cooked to heat all parts of the food to temperature of at least 149 degrees Fahrenheit, except for:
 - i. poultry and stuffed meats to 165 degrees F,
 - ii. raw pork to at least 130 degrees F, and
 - iii. roast beef to at least 130 degrees F.
 - d. Foods that were cooked and then refrigerated are reheated rapidly to 165 degrees F
 - e. Metal stem-type thermometers shall be used to ensure attainment of proper internal cooking temperatures.
 - f. Potentially hazardous foods are thawed:
 - i. in refrigerated units in a way that the temperature of the food does not exceed 45 degrees F;

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- ii. under potable running water of a temperature of 70 degrees F or below, with sufficient water velocity to agitate and float off loose food particles into the overflow; or
 - iii. as part of the conventional cooking process.
- g. During transportation, food and food utensils are in covered containers or completely wrapped.
- h. Contact surfaces of all cooking equipment are kept free of encrusted grease deposits and other accumulated soil.
- i. Cloths used during service for wiping food spills on food contact surfaces shall be clean, dry, and used for no other purpose. Moist cloths used for wiping food contact surfaces of equipment shall be clean and rinsed frequently or stored in sanitized solution.
- j. When chemicals are used for sanitizing, they shall not have concentrations higher than the maximum permitted under the Code of Federal Regulations, Title 21, Food and Drug Administration Chapter 1, sub-part B.
- k. Utensils are air-dried before being stored or are stored in a self-draining position on suitably located racks.

D. Physical Plant

Food service areas are important ingredients of a safe and sanitary facility. The facility director shall ensure the following:

1. Floors, walls, and ceilings are constructed of materials that will provide a safe and sanitary operation.
2. Toilets and wash basins are located in proximity to all food service areas.
3. Ovens, grills, and similar equipment are arranged to enable maximum benefit from the extinguisher coverage The facility has a fire extinguisher in the kitchen area.
4. Adequate fire protection and avenues for exit are available.
5. Adequate storage, loading, and garbage disposal areas are available.

E. Equipment Sanitation

Food service equipment shall have the following features:

1. Be designed to comply with all applicable safety codes

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2. Be designed to enable efficient and thorough cleaning. This is especially important for equipment used in direct contact with foods. Work tables, dining tables, and similar pieces of equipment shall be constructed and kept in a condition that can easily be maintained and thoroughly cleaned.
3. Be operated and serviced in accordance with the manufacturer's health and safety inspection.
4. Be equipped with refrigerators, freezers, holding cabinets, and serving tables (if used) that maintain foods at proper temperatures. Bacteria growth and disease can result from improperly designed, maintained, or operated equipment.
5. Be equipped with sanitary, rodent-proof containers for dry products such as flour and sugar and covers for food stored in refrigerators.

F. Safety and Sanitation Inspections

1. Inspections of food service areas are vital to ensure compliance with appropriate health and safety rules.
2. Weekly safety and sanitation inspections shall be made by the facility director or designee. An inspection report form listing all major areas of the kitchen, with space for rating each area and making recommendations for corrective action (similar to the local public health inspection forms), will be used. These reports shall be held in files for one year. Inspections shall be conducted at least annually by an outside source. At a minimum, these inspections shall include fire and sanitation inspections covering all food service areas. Written reports shall be forwarded to the facility director for action and shall be retained for three years.

G. Proper Food Storage

To ensure safety and sanitation, food shall be stored appropriately.

1. Food being stored shall be protected against contamination from dust, flies, rodents, and other vermin.
2. Frozen food is kept at such temperatures as to remain frozen. All freezers shall have thermometers, and the temperature is not to exceed 0 degrees F.
3. Refrigerators shall have thermometers, and the temperature shall not exceed 45 degrees F. Document temperature readings daily.

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4. All food shall be stored on clean racks, shelves, or other clean surfaces that are at least six inches off the floor.
5. Unless its identity is unmistakable, bulk food shall not be stored in the container in which it was obtained but shall be stored in a container identifying the food by common name.
6. All leftover foods shall be covered and labeled, indicating both what it is and when it was cooked.
7. All food storage areas, refrigerators, and freezers are routinely cleaned.

H. Storage of Poisons and Toxins

All poisonous and toxic materials shall be properly identified and stored in cabinets that shall be used for no other purpose, or they shall be stored in a place outside food storage, food preparation, and utensil storage areas. The facility has a MSDS for each potentially hazardous material.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

None